



**Grants Policy Analyst\***  
**Office of Policy for Extramural Research Administration**  
**Office of Extramural Research**  
**National Institutes of Health**

Make a positive impact in the health of the Nation by joining the National Institutes of Health (NIH)! The Grants Policy Analyst position is located in the Division of Grants Policy (DGP) in the Office of Policy for Extramural Research Administration (OPERA), Office of Extramural Research (OER), Office of the Director, NIH.

Within OPERA and as a Grants Policy Analyst, you will collaboratively engage with NIH staff across the agency, applicants, grantees and the public regarding policies governing the administration of NIH grants – grants that fund novel biomedical research that lead to groundbreaking discoveries. DGP implements new NIH and federal-wide initiatives, maintains NIH policy source documents and provides leadership and support for emerging issues associated with grants policy and grants administration.

You will also conduct a variety of complex and sensitive analytical studies, reviews, and trend analysis of assistance policies and procedures of all awarding units; identify areas of grants policies and procedures requiring the development of new policy or the modification of existing grants policy source documents; and, conduct legislative research, respond to Congressional inquiries, and develop recommendations for the Director, OPERA.

NIH, located in Bethesda, Maryland, is the world's largest biomedical research facility and an operating division of the U.S. Department of Health & Human Services (HHS). Its thriving, committed workforce of more than 18,000 enjoys outstanding benefits. A career at NIH is a career about life!

\*This position will be advertised as a Grants Management Specialist. See the full vacancy announcement and apply online via USAJobs.gov under NIH-OD-MP-15-1424974 at <https://www.usajobs.gov/GetJob/ViewDetails/406088200>. The vacancy announcement opens on June 9, 2015 and closes on June 15, 2015.

Applicants must be U.S. citizens.

***NIH AND HHS ARE EQUAL OPPORTUNITY EMPLOYERS***

